



City of Seattle

HUMAN SERVICES DIRECTOR

Salary

\$96,737 – \$159,607 DOQ

THE COMMUNITY

The City of Seattle was incorporated in 1869, and is the largest city in the State of Washington. Located 113 miles south of the Canadian border, Seattle is situated between the Puget Sound and the shoreline of Lake Washington, with panoramic views of the Cascade and Olympic mountain ranges. With a population of more than 573,000 residents, and an equivalent daytime workforce, Seattle is an active urban center with safe neighborhoods, vibrant retail and commercial centers, and an outstanding quality of life. Seattle serves as the commercial, cultural and technology hub of the region, and is home to Boeing, Microsoft, REI, Nintendo, Starbucks, and Amazon.com.

Twenty-seven performing arts centers draw major national and regional events to Seattle, and the City is home to opera, symphony, ballet and theater companies. The City's rich historic heritage has been preserved, and



SEATTLE

historic districts now house specialty shops, cafes, microbreweries, fine dining, bookstores, antique malls, and galleries. Seattle has been named the best US city for access to wireless Internet connections; a top US city for arts-centric businesses and organizations; and the 2nd "Most Kid-Friendly City."

The Seattle Mariners (baseball), Seattle Seahawks (football), Supersonics (basketball), Storm (women's basketball), Sounders (soccer), and Thunderbirds (hockey) provide year-round entertainment for sports fans. Outdoor enthusiasts enjoy activities at the area's numerous lakes, rivers, and mountains. Residents can ski the Cascades and sail Puget Sound in the same day; walk and bicycle miles of trails; and hear world-class concerts, making this one of the best places for fun on the West Coast.

Seattle offers a wide variety of housing opportunities, and residents enjoy the amenities of metropolitan living combined with the natural environmental beauty of the area. Choose from a single-family home, condominium, a restored Victorian, or a home in a thoughtfully planned new development.

The City has numerous major colleges, universities, and private schools serving the community, including the University of Washington, Seattle University, and a nationally recognized community college system.

Seattle has a moderate climate, with daytime temperatures ranging between 50 and 80 degrees year-round. The Seattle area receives an average annual rainfall of 36", much of which falls in the foothills.

While most residents enjoy an enviable quality of life in Seattle, some are less fortunate. The Human Services Department works to improve the health and well-being of everyone who calls the Seattle area home.

CITY GOVERNMENT

The City of Seattle has a non-partisan Mayor-Council form of government. Nine Council positions are elected at large and serve four-year terms. Mayor Greg Nickels was first elected to office in November 2001, and was re-elected in 2005. He previously served for 14 years as a member of the Metropolitan King County Council. He has worked to advance his customer service philosophy, and to provide exceptional, cost-effective services that meet the community's needs, today and into the future. Mayor Nickels is also known for initiating and leading the U.S. Mayors Climate Protection Agreement, which to date has brought together over 800 mayors from across the country to join him in a pledge to meet or beat the emissions reduction goals of the Kyoto Protocol.

Seattle employs over 10,000 full-time employees, while operating with an annual budget of \$3.5 billion. Approximately 70% of the City's workforce is represented by over 30 bargaining units, most of which work with three-year negotiated contracts.

Additional information about the City of Seattle is available on their website at www.seattle.gov.

THE HUMAN SERVICES DEPARTMENT

The Human Services Director reports to the Mayor, and has management oversight of an annual operating budget of \$117 million, and a staff of 330 employees. The Department is responsible for funding and operating programs and services that meet the basic needs of the most vulnerable people in the community, including low income families and individuals, children, domestic violence victims, seniors, and persons with disabilities.

The Department includes six divisions—Aging and Disability Services, Domestic Violence and Sexual Assault Prevention, Early Learning and



Family Support, Homelessness Intervention and Block Grant Administration, Leadership and Administrative Services, and Youth Development and Achievement. The Department provides some direct services and also invests \$88 million per year in over 230 community-based organizations that provide a wide range of services.

POSITION OVERVIEW

The new Human Services Director will be appointed by the Mayor, subject to confirmation by a majority of the City Council, and will serve as a key member of the Mayor's Cabinet. The appointment is for a four-year term, and is subject to re-confirmation by the Council at the end of the term. This position is vacant due to retirement of the previous Director, who had served the Seattle community in this position for five years.

Some of the current issues that the new Director will manage include:

STRATEGIC INVESTMENTS – The Department's Strategic Investment Plan provides guidance in determining investment priorities, budgeting, and program implementation. The Director will lead the Department's efforts to engage Seattle's diverse citizenry and interest groups in the assessment of human services needs, and in the development of effective policies and programs to address these needs. The Director will be challenged to maintain and increase service capacity in an environment of limited revenues; to find creative ways of approaching the human services budget; to rethink traditional models of service; and to measure accountability—ensuring that programs receiving funding are successful and strengthening the ability of community agencies to provide results.

ENDING HOMELESSNESS – The City of Seattle is a primary partner in the "Ten-Year Plan to End Homelessness," in conjunction with King County and the United Way. The Director will play a key role in advancing this initiative, and ensuring its success. The Human Services Department will be

challenged to balance the need for emergency support services, with the goals of moving increased numbers of homeless persons into permanent housing.

FAMILY & EDUCATION LEVY – The Human Services Department works in partnership with the Mayor's Office for Education to implement the \$69 million seven-year levy that supports early learning, improved academic achievement, and the ability for children to stay in school.

YOUTH VIOLENCE – The Human Services Director will work in conjunction with the Mayor, City Council, community agencies, and the public to identify appropriate strategies to address youth violence and gang activity. This initiative will require that the Department evaluate best practices throughout the nation, and to recommend an integrated approach to intervene and end youth violence.

MAYOR'S PRIORITIES – The Human Services Department plays a key role in implementation of the Mayor's Agenda to:

- get Seattle moving;
- keep our neighborhoods safe;
- create jobs and opportunity for all; and
- build strong families and healthy communities.

The new Director will also take a lead role in implementation of the Mayor's Race and Social Justice Initiative (RSJI), an innovative citywide program designed to transform workplace policies, practices and procedures to mitigate the impact of race on the delivery of City services. The Director will work to assure the Initiative's long-range success, and to ingrain its important principles into the provision of services.

CANDIDATE PROFILE

The Human Services Director is a complex and influential position that will require a "big-picture" person, with an innovative approach



Mayor Greg Nickels



to municipal management. The Director must be a strategic thinker, an exceptional leader, and a creative problem-solver, and must be capable of planning and directing the City's human services programs in a team environment. He or she must be an effective manager of people, processes, and resources, with an ability to utilize, motivate, and develop the talents of staff. Candidates must have exceptional managerial skills, with a proven record of developing and managing progressive programs and services in a large and complex environment.

The Director must be a collaborative team player, with high integrity and the ability to make a contribution as part of a team. The successful candidate will have a demonstrated customer-service orientation, highly developed interpersonal skills, political astuteness, and the ability to make tough decisions and own the results. Candidates must have a good sense of humor, and the ability to relate well to people throughout the organization and community. The successful candidate will have a record of providing leadership and support to staff; engaging the public in new and creative ways; and guiding organizations through change.

The ideal candidate will possess a balance of assertiveness and diplomacy, be a good listener, and be willing to discuss matters candidly. This position requires a person with a high energy level, enthusiasm, and a passion for the profession. The new Director must be capable of operating with significant independence and initiative, while working collaboratively within the organization. The successful candidate will be a prudent risk taker, with the ability to address issues in a creative manner.

A proven record of advancement and personal stability with past employers must be evident. This is a position of public trust; personal integrity and ethics must be beyond reproach.

EXPERIENCE AND EDUCATION

Candidates must have a minimum of ten years of progressively responsible management level experience in public administration, non-profit management, or a related field. Candidates must have demonstrated success in policy and program development; financial and budget management; and community development and program planning. Candidates must also have exceptional verbal and written communication skills; an innovative leadership style; a strong interest in human services; and experience collaborating and partnering with other governmental agencies, non-profit organizations, interest groups, and the public. Experience reaching out to, and working successfully with, a wide variety of multi-cultural and minority communities is required. A bachelor's degree is preferred.

COMPENSATION

The City of Seattle has established an annual salary of Salary \$96,737 – \$159,607 for this broad job classification, and an appointment is expected to be made dependent upon qualifications of the selected candidate. The City offers an excellent benefit package and working conditions.

APPLICATION AND SELECTION PROCESS

The final filing date for this position is **June 27, 2008**. To be considered for the position, please submit an unbound resume, cover letter, current salary, and references (e-mail preferred) as soon as possible to **Tara Lee Adams** at:

adams consulting
public sector search and assessment

Adams Consulting, LLC

9305 NE 191st Street

Bothell, WA 98011

taraileeadams@hotmail.com

425.485.9405 tel • 425.485.9775 fax

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the Selection Committee. Interviews will be followed by reference checks after receiving the candidate's permission. Candidates deemed most qualified will be referred to the Mayor's Office for a final interview process.

We are proud to be an Equal Opportunity Employer.

